

# Parent Handbook

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# Table of Contents

**Welcome Letter.....3**

**Mission Statement.....4**

**Statement of Values.....5**

**Educational Philosophy.....6**

**Curriculum.....8**

**Leadership and Teaching Team.....12**

**Home/Family Connections.....14**

**Enrollment Information/Admission Process.....15**

**Tuition and Registration.....16**

**Policies and Procedures.....17**

**Health and Safety.....22**

**Footprints Academy Application for Admission.....24**

Dear prospective parents and students:

Congratulations on your decision to explore our school. We are an independent elementary school. Our school was founded in response to demand from parents seeking alternatives to public education. We provide academic excellence within the framework of a faith in God. We build learners who are bright, successful and most importantly ethical and decent people.

It is clear to us that education extends beyond the scope of a textbook or a worksheet. At Footprints Academy, we bring the world into our classroom using a multitude of resources. The transformation of classroom into “real world” requires not only physical resources such as textbooks, maps, globes, and, of course, the computer, but it also requires very important abstract resources such as imagination, vision, and passion. We believe that these last three ingredients are essential if the transformation is to be a successful one.

We are committed to remaining current and preparing our students to participate fully and effectively in the future. That being said, it is also our belief that there is much to be said for traditional methods of education. We know and understand that our children will surely have technology at their fingertips at all times, but we still believe that it is of the utmost importance that they should be prepared to survive without it. Therefore, they must be able to add and subtract, multiply and divide, reason and problem solve. Traditional methods of instruction will be incorporated into our philosophy, while we also carefully scrutinize the latest research in education, and balance the traditional methods with the new ways that children can learn. Our educational philosophy will be consistent over time.

At Footprints Academy, we've been building our program for the past six years, to fully meet the needs of our students. We began by offering a full day kindergarten program, and have grown from there to offer kindergarten through grade six. Our main goal is to hold true to our philosophy and uphold a strong tradition of academic excellence, and goodness in our students. We will strive to challenge our students and ourselves. We can tell you this...no parents who have made the decision to entrust us with their child's education and care have regretted that decision. We hope to always be able to say this!

Please refer to this Parent Handbook for information regarding all aspects of our program, from philosophy to our uniform policy. We have also included our philosophy regarding discipline, and feel that it's important to mention right away that one of the main benefits of attending private school, is that our teachers are free to act within our discipline policy. They are, therefore, not constantly distracted by disruptions in the classroom, and are free to teach. Our students are here to learn; that is their main objective. We have the ability to set high expectations for children, ensure that those expectations are met, and enable teachers to teach in a safe, focused learning environment. It will be our pleasure to tell you more about our unique school and answer any questions you may have. If you are interested, please contact us at (651) 731-2608.

Sincerely,

*Nicole J. Robbins*  
Owner, Founder and Principal

*Scott L. Pettersen*  
Vice Principal

*Jill K. Chang*  
Curriculum Coordinator



# MISSION STATEMENT

*We believe that children have the power and ability to make the world a richer place. We wish to serve as the catalyst that sparks our students, enabling them to reach their full potential. By providing an environment that is academically excellent, focusing on basic values and responsibility, developing high expectations for children and fostering creativity and individuality, we can expect and celebrate each child's ultimate success.*



# Statement of Values

**We value basic strong education.** Students will study the basics, including reading, writing, arithmetic, social studies, English, science, art, music, physical education, and languages. Children will have a strong education when they leave our school. They will be well prepared to pursue their next educational experience regardless of the setting.

**We believe in teaching values.** At Footprints Academy, we have high expectations for students. We believe that there is more to education than basic academics. Students will understand their place in society, and work to be productive members of the community. They will recognize their ability to make the world a brighter place. They will learn to be kind, ethical and good people.

**We believe in setting expectations and enforcing consequences.** Education cannot take place without discipline. Students will learn the self-discipline required to accomplish their own unique educational goals. We believe in setting high expectations for children, and expecting students to meet those expectations. Discipline problems disruptive to learning will not be tolerated.

**We believe in each child as an individual.** Children all have different ways of learning. While we believe in focusing on the basics of education, we recognize learners need to pursue their own educational goals, and understand that one method will not be right for all learners. Our teachers believe in each child as an individual, and will work to find the right method of teaching for every child. Students are free to express their opinions, contribute to their education, and develop their own learning styles.

**We believe in our teachers' unique ability to create and develop curriculum.** We do not have a "prescribed" curriculum. Rather, we focus on hiring the best and brightest teachers. We find teachers who are talented and creative, and give them the power to develop wonderful programs for children. Our Curriculum Specialist works to develop the programs used in our classrooms, but a great deal of freedom is left to the individual teachers. We have developed a philosophy that guides the selection of our curriculum. Teachers work within the guidelines of our philosophy, but are free to teach using many of their own ideas and creativity, provided educational and developmental goals are met.

**We believe in each child's right to be safe at school.** Children have a right to feel safe and secure at school, and to always know that they are protected from harm while they are within our walls. We will not tolerate violence. We will have a strong security program. We will promote measures that provide for the safety of our students and staff.

**We believe that students must take responsibility for their own education.** Education is not something that you inject into a child. Children must have the desire to learn to be successful in school. We expect that students will take shared responsibility for their education, and actively participate in learning. We will inspire in them the desire to learn!

**We believe that children can only succeed with the love and support of parents who are interested in their education.** We request the participation of parents in many ways. Through volunteering in the classroom, showing interest in your child's learning, chaperoning field trips and other events, and being present in your child's life, you can help your child to succeed in school. Parent-school communication is essential for each child's success at school. A child's education is ultimately a partnership between the student, teacher and parents. By being involved in your child's education, you will greatly increase your child's chance for success!



# Educational Philosophy

The mission of Footprints Academy is to provide a sound academic foundation to early elementary students in a safe, caring and nurturing environment. Our dedication to providing students with a challenging curriculum and healthy environment of responsibility and that is essential to fostering academic success and personal growth.

We believe that children learn best, not only in a supportive environment where parents and educators alike strive to develop mutual respect with students, but also through play. We believe that learning should be fun!

Footprints Academy works cooperatively to develop our students value systems through positive action and example. Those systems reflect awareness and sensitivity to relationships with their environment, an appreciation of arts and sciences, and the promotion of better understanding among all individuals.

Upon “graduating” from Footprints Academy, our students are expected to understand that self-respect, independence, service to others, and respect for the rights and individuality of others are equally as important as academic success. In addition, and of the utmost importance, we expect that students graduating from our school will have an educational foundation that is second to none, a strong desire to succeed, and the qualities which will ensure their continued success in school and in life.

## **Our Hope for Each Child**

While each grade level has minimum mastery goals for all students, it is our belief that by identifying goals that are too specific, we are ultimately selling the children short! After all, they learn not by the goals that we have set for them, but rather by experiencing active involvement of the real life experiences that we put before them. This may ultimately lead them to counting to 10 or 10,000. The possibilities are boundless! We want them to go as far as they possibly can go! We are confident that given our environment filled with rich opportunities for learning, our children can and will develop superior academic skills.

Our most important goal for the children in our care is for each of them to experience success in learning. We want to build on what they know now, and help them to be empowered by the process of learning. We want them to have an internal drive and desire to be lifelong learners. By expanding their general knowledge base, and exposing them to new and exciting challenges, we hope to help them develop a life long passion for learning new skills and information that will help guide them to success in school and in life.

Our job, then, is to create an environment which is rich with opportunities for children to do just that – explore and learn. We will create a stimulating environment filled with activities aimed to stimulate each child’s creativity. The teacher’s role is to act as a catalyst to help children reach their full potential by encouraging, supporting, and interacting with them.

## **Individualized Education**

At Footprints Academy we are committed to teach to the level of each child, and to encourage children to reach their full potential. Although the teachers certainly do set goals for the class, if there are children who are ready to push beyond those goals, our teachers will have the time, the skills, and the energy, to help them do just that. At the same time, if children are struggling with a part of the curriculum, the ability to work with each child one-on-one enables the teacher to help the child master each new subject. Because our teachers have time to work with each child on a one-on-one basis, they are able to plan lessons and curriculum to meet the needs of the student. This assures maximum success for all. We want to make certain that each child is neither bored nor frustrated.

## **Specific Goals**

Specific academic goals for each grade level are developed using State and District standards as a guideline, and are updated each year. Overriding these academic goals, we specifically strive to:

- Help each child become a proficient reader and writer, by building and strengthening skills each year;
- Help each child develop superior skills in all academic areas, showing growth from year to year;
- Help each child to develop a strong sense of self;
- Inspire each child to become a creative, independent learner and thinker;
- Encourage and foster the development of each child's strengths, and celebrate the strengths;
- Help each child to develop a life-long love and passion for learning;
- Help to build on each child's large and small motor skills;
- Encourage each child's physical, social, emotional, intellectual and spiritual development;
- Promote positive social skills and teach respect;
- Help each child to develop increased skill levels in using written and spoken language in meaningful ways;
- Help each child develop knowledge, and understanding of meaningful mathematical concepts and symbols;
- Help each child begin to understand and have a sense of the importance and value of community;
- Help each child become a valuable and contributing member of society;
- To build a strong and safe community within our school;
- Help each child develop control of their own behavior, through the interactions with and guidance from adults;
- Help each child to develop practical problem solving skills; and
- Guide each child in developing a strong sense of morality and ethics.

## **A Firm Knowledge in Multiple Intelligences**

As stated earlier, it is very clear to us that each child is an individual, and needs to be treated as such. It only makes sense then to cater to these individual needs in our daily routines. We vary our activities and allow for a great deal of freedom with just the right mix of structure. When a concept is presented to the entire class, the teacher always gives the instructions in at least two ways, preferably three. Say it, show it, do it! This addresses the needs of auditory, visual, and tactile learners.

Throughout our theme-based teaching, we are constantly varying our activities. Within each theme, there are several activities, hence, several opportunities to teach and learn. Watch out – even in kindergarten your child is likely to come home and test your knowledge about the solar system, nutrition, the body and other similar subjects! The more variety our teachers can provide, the more likely they are to captivate the students' interests, enlighten their imagination, teach to their learning style, and increase the students' ability to remember what has been taught.

## **Evaluation**

Young children develop at different speeds. Our goal is not to teach to any one standardized test at this age level, but rather, ensure that children are acquiring new skills and knowledge, and constantly building on what they already know. Our experience with children leads us to use portfolios as our primary means to measure a child's progress and success, rather than any one specific standardized test.

Portfolios provide a clear picture of a child's progress by including samples of work, along with benchmark measures that are provided by the teacher. Portfolios also incorporate teacher and parent observations, samples of work, self-portraits, and anecdotal information from various sources regarding progress and growth.

Along with portfolios, teachers will also use observations, rubrics, checklists, and whatever else is necessary to accurately assess a student's progress. More formal testing begins at third grade, and the school participates in the NWEA testing program. Please see page 11 for additional details regarding testing.

# Curriculum

Footprints Academy has a superior curriculum. Our teachers collaborate with one another to provide continuity from one grade to the next, and to ensure that children are constantly building skills. We re-evaluate our learning objectives and make adjustments based on: new information available in the field of education; the specific skills and talents of the children in each class; the strengths and desires of each individual teacher, and the parents' goals which are incorporated into the process.

We have researched the academic goals that are outlined by the public schools and set our minimum goals above those of the public schools. The minimum goals that are set are the absolute essentials, outlining what we expect each child to master as a base in each grade. As far as what they learn on top of these minimum goals, the sky is the limit! Each child's ability and desire to learn, along with the talents and guidance of skilled teachers and professionals, will ultimately dictate the level of learning. Each teacher develops specific mastery learning objectives with input from our Curriculum Specialist, and also incorporating the parents' goals for their unique child. Our curriculum is skill based, meaning that we teach the content of the subjects in such a way that helps to develop the process of learning. Footprints Academy's students are not merely passive receptors of knowledge. Instead, they actively take charge of their learning. The goal of education at Footprints Academy goes beyond content, to developing within students the skills for learning, which serve as tools for the rest of their lives.

There is nothing more important in the learning process than confidence. That is why we look at each child's individual learning needs to develop programs that build confident children who can achieve and succeed.

In addition to the traditional subjects including reading, math, science, social studies, physical education, technology, art, music, and English, we also instruct our students in Spanish and American Sign Language.

Individual scope and sequence data are available for each grade level, and this data contains detailed objectives for each subject area. The following overview is provided as a guide. Please inquire regarding individual scope and sequence information for your child's grade level.

## **Immersed in Literacy**

In connection with our learning themes, we provide the students with a literacy-rich environment. We believe that children learn to read by reading, and learn to write by writing. Therefore, beginning on the first day of school, the children will be immersed in both. Teachers will model what readers and writers look like by reading aloud to, and writing with, the children everyday. The classes will also do a great deal of shared reading and writing. This provides the children with a low-risk opportunity to practice strategies they have been learning in class. Classrooms will be supplied with a variety of books including poetry, magazines, fiction, non-fiction, and newspapers that represent a wide variety of interest and difficulty. Children will have time to read books from the classroom library, as well as other books they choose, on a daily basis. They may also visit our school library whenever they would like. Teachers will also provide guided reading lessons to individual, or groups of children that need practice with specific reading and/or writing skills. These small groups change constantly depending on the needs of the learners.

Teachers will expose the children to many different genres of writing during the year. Through mini-lessons, guided writing groups, and modeling from the teacher and one another, the students will learn to write stories, poems, biographies, auto-biographies, persuasive speeches, descriptive paragraphs, research reports, and so much more.

We believe that beginning readers and writers need phonics instruction. We start with basic sounds, move to familiar words (our names) and then move on to sight and high frequency words. The children then use these words to learn sound and spelling patterns that connect what they are learning to what they already know. Monthly themes carry through kindergarten and first grades. Teachers of children in grades two through six may or may not use the theme-based approach, but will continue with language immersion.

## **Spanish and Sign Language**

In addition to the English language, Spanish and Sign Language are integrated throughout the school day. There are many ways that these languages are woven into the curriculum:

- stories
- labeling
- games
- group times
- music
- art

## **Values**

We do not teach religion as a part of our standard curriculum, but our belief in God and our desire to give glory to God is woven throughout our curriculum in a very subtle way. While religious education is not a part of our official curriculum, we believe that teaching Christian values is part of our role to help build strong leaders. Christian values drive our actions and help children learn to be good and ethical members of the community. We want our children to learn to be kind to others, to take responsibility for their own actions, and to be generous members of their community.

We do not advocate for any one religion, but rather, will expose the children to a variety of belief systems, and do our best to incorporate the values of those enrolled in our school. Most of the teachers do have a Christian background, and will share the philosophies of the Christian faith with the children. However, those teachers and staff members that do have other religious backgrounds will act as resources to the rest of the teaching staff. We also encourage parents and families to share their belief systems and customs with their child's teacher and other staff so that we might all become richer in learning from one another.

We believe that our school is a wonderful place for children and families of all different faith backgrounds. Our respect for different faiths is evident in the way that we interact with the students and parents, in our policies, and the way that we do business. This respect is part of who we are.

## **Math**

Whenever possible, math is integrated throughout our curriculum. Our teachers give the students real life math problems that promote discussion, questioning, collaboration, and hands-on exploration. Please see specific grade level mastery learning objectives for more information.

“Everyday Math” will be used to supplement and enhance our math curriculum. This is a very hands-on program that forces the students to use higher-level learning skills. Another unique feature of this curriculum is how it “spirals.” What this means is that concepts are formally taught several times, and informally taught many more times throughout each school year. For example, instead of addition skills being hit hard once in a year (taught and assessed), addition skills are introduced, taught, and continually practiced throughout the year.



## **Computers/Technology**

Technology is integrated into all aspects of the curriculum. It is important for children to learn about technology, as it will be a part of their everyday lives. Therefore, we keep our computers near the classrooms where they are easily accessible to our students.

We will only allow computer programs that enhance and/or extend what the children are learning in the classroom and foster higher order thinking skills. Some of the programs that are available for the children are:

- *Microsoft Word*
- *Microsoft Excel*
- *Power Point*
- *Kidspiration*
- *Type to Learn*
- many academically enhancing games

With parental permission beginning in second and third grades, the students have access to the Internet in their classrooms. We do have safety filters on the computers that will keep our students safe while they are “surfing.”

## **Physical Education and Health**

Children will have a formal physical education class with a specialist teacher twice weekly, and have access to the gymnasium for planned physical activities with their homeroom teacher on a daily basis. Physical education is an important part of a child’s education as it helps to develop many skills. Being active is also important for each child’s overall health and well being.

Footprints Academy also has a comprehensive health program that covers everything from eating healthy, to safety, to learning about our body systems. You can find specific topics for each grade level in our “Scope and Sequence” and at *footprintsacademy.com* in the curriculum section.

## **Library**

Children will also have time in the library with our media specialist each week, where they will have access to materials and resources that will support what is being taught in the classroom. Our library program is designed to help children build a life-long love of reading. We will encourage students to read, research, problem solve and build on what they are being exposed to in class through their use of the library facilities. So much can be explored through books, it’s an exciting world to open up for a child!

## **Science**

The science curriculum is designed to be open-ended and flexible to allow for student choice and inquiry. While the learners will be guiding the curriculum, lessons will be written to ensure that in-depth learning takes place. Each activity will require that students question, observe, explore, organize data, explain, reflect, and reach a conclusion.

The students will be exposed to the following science categories:

- Science as Inquiry
- Physical Science
- Life Science
- Earth Science
- Science and Technology
- History and Nature of Science

## Social Studies

Our teachers will follow the general standards put out by the NCSS Curriculum Standards for Social Studies. The themes are:

- Culture
- Time, Continuity, and Change
- People, Places, and Environment
- Individual Development and Identity
- Individuals, Groups, and Institutions
- Power, Authority, and Governance
- Production, Distribution, and Consumption
- Science, Technology, and Society
- Global Connections
- Civic Ideals and Practices

Classrooms and/or students will be using these standards as guides for the investigations they choose according to their interests. The teachers will facilitate these experiences and provide the children with the resources and support that they will need.

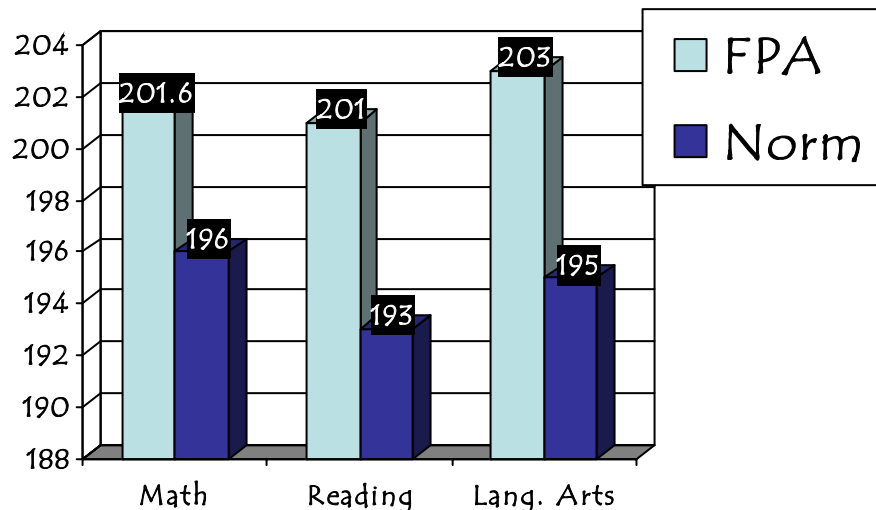
## Art

In addition to their regular classroom instruction, children will have art classes once each week. The curriculum is designed to integrate art with classroom learning, and expose children to a wide variety of experiences and media, from drawing, painting and sculpture, to collage and crafts. The students will also be involved in “Artist Studies” and art history. Individual creativity is the key!

## Standardized Testing

At Footprints Academy we use the Northwest Evaluation Association Measure of Academic Progress, or MAP Test ([nwea.org](http://nwea.org)) as one means of determining your child’s academic growth. MAP tests are computerized and adapt to be appropriate for your child’s level of learning. The ideal test consists of answering 50% of questions correctly – Challenging!!! This test is also utilized by all of the surrounding school districts, most school districts in Minnesota, and across the United States.

Footprints Academy’s average RIT score compared to a National Norm sampled through NWEA (consisting of over a million samples)



## Leadership and Teaching Team

*Our team consists of experienced leaders with a strong dedication to excellence.* Our experience in owning and operating an early childhood educational program has sparked our drive to complete this mission of owning and operating a private school. Those most closely involved in the school are also parents of school age children with a strong desire to offer an alternative to public education for their own children. We have a vested interest in providing quality educational programs for children, both our own, and yours!

**Nicole J. Robbins (Mrs. Nikki)**, owner, founder and Principal, has an undergraduate degree in business entrepreneurship, and a Masters of Arts in early childhood education. Nicole successfully founded Peace of Mind Early Education Center, Inc. ("Peace of Mind") in 1993, and has grown the business to serve over 350 children and employ 65 teachers. Nicole's passion for children, dedication to excellence, and desire to create a unique educational experience for her own children lead to a successful program.

**Scott Pettersen (Mr. Scott)**, Footprints Academy's Vice Principal, is directly involved in a variety of capacities. Scott has been a member of the Footprints Academy team since 1997, and has been solely responsible for the development of an outstanding before and after school program, as well as the summer camp program for school age children. Scott's talents, and passion for children, along with his drive to succeed, are tremendous assets to Footprints Academy. Scott is responsible for reporting to the district, upholding policy, enrollment and admission to the school, and ensures that our educational philosophy and high standards are upheld from year-to-year.

**Jill Chang (Mrs. Chang)**, Footprints Academy Curriculum Specialist/Teacher, has been a member of the Footprints Academy since 2001. She holds a BS in Elementary Education and her Masters degree in Elementary Education with a focus on literacy. Jill has been a third grade teacher in North St. Paul schools, and is familiar with the expectations of the public schools. Jill is responsible for the training programs for the teachers, ensuring that the training programs support the goals and objectives of the school.

**Missy Gessler (Mrs. Missy)**, Teacher, has been a part of the Footprints Academy team for 2004. Missy began her career her as a toddler teacher and has continued to grow through her love for children and education. We are thrilled to have someone with such vast knowledge about child development on our team.

**Ann Madden (Mrs. Madden)**, Teacher, has been a kindergarten teacher at Footprints Academy for 2001. Prior to this, she was a kindergarten teacher with another school. When you meet Ann, her smile will tell you more than words could ever do justice. She is an amazing person with extensive knowledge. Ann will take your child from the bottom of the deepest ocean to walking on the moon.

**Dawn Albrecht (Mrs. A)**, Teacher, has been with the Footprints Academy team since 2000. Dawn is a primary teacher at heart, having teaching experience in early childhood, kindergarten, and first grade. Her love for children and her dedication to be the best she can be, makes the perfect combination for a successful, talented teacher.

**Erin Oian (Mrs. Oian)**, Teacher, joined the Footprints Academy team in 2005. Erin graduated from the University of River Falls with a degree in Elementary Education. Erin's passion, energy and enthusiasm keeps the staff, students, and parents entertained throughout the school year.

**Helen LaRoue (Mrs. LaRoue)**, Teacher, has been a member of the Footprints Academy team since 2005. Helen graduated from Saint Mary's University with a K-8 Elementary Degree and has recently completed a K – 12 reading licensure program through Saint Mary's as well. She has had numerous experiences working with children throughout her life and enjoys working with them.

**Joanna Etshokin (Mrs. Etshokin)**, Teacher, joined the Footprints Academy team in 2008. Mrs. E graduated *magna cum laude* from St. Olaf College with a Bachelor of Arts degree in German and Education. She has been trained in computer technology: internet navigation, website development, IPhoto, IMovie, Microsoft Office, Excel, and Smart Boards.

**Libby Sloot (Mrs. Sloot)**, Media Specialist, has been a member of the Footprints Academy team since 2000. She graduated with her Masters in Library and Information Science with a Media Specialist certification. Libby has made it her mission to make our library the kind of place that every child can cuddle up and read, read, read. She teaches all of our media and technology classes.

**Lisa Thanig (Ms. Lisa)**, Physical Education and Art Teacher, has been a part of the Footprints Academy team since 1999. Lisa has taught in our early childhood programs, kindergarten and also grades two and three. Lisa's creativity and enthusiasm are contagious, and she sparks within her students a strong desire to learn and seek knowledge. Step into her classroom and let the adventures begin.

**Kimberly Koopman (Ms. Kim)**, Spanish Teacher, has been a part of the Footprints Academy team since 1997. Along with having a four year degree in Spanish, Kim spent over six years of her life living in Venezuela with her family. Kim makes learning Spanish fun by incorporating games, music, art, and movement. Not only does she teach our students, Kim is a valuable resource for our classroom teachers when it comes to the Spanish curriculum.

**Katie Herzberg (Mrs. Herzberg)**, Music Teacher, has been a part of the Footprints Academy team since 2008. Katie is a *summa cum laude* graduate of Concordia University with a Bachelor of Arts in Church Music and Vocal Music Education (K – 12). Katie uses her creative abilities to help the students develop a love for music. Her dedication and passion for her subject is a huge asset for our team.

### **Best and Brightest Teaching Staff**

At Footprints Academy, we are dedicated to attracting and retaining the best and brightest teachers available. We are committed to adding new and unique benefits for our staff, which will encourage them to remain on our team long term. Our staff development program is modeled after the program that was developed and successfully used to combat turnover in our early childhood programs over the past ten years. In addition, we offer our teachers the flexibility and freedom to be a part of developing curriculum.

### **Merit Based Pay Programs**

Although it is rare in educational settings, our pay programs are merit based. The incentive to work hard is clear. Teachers who are the hardest workers receive the best raises and benefits. This is very different from how public schools are managed where teachers are not rewarded for outstanding performance. Performance appraisals for our staff include feedback from students and parents, as well as classroom observations and self-evaluations. We intend to be competitive in the benefits and salaries that we offer to our staff to attract the very best teachers available.

# Home/Family Connections

The education of your child is a partnership among your student, family and the teachers. Family involvement is the key element in promoting a positive attitude toward school and its related activities. Parents can support their child by expressing interest in schoolwork, by asking about the daily events and checking the “take home” folders. Parents are always welcome visitors into the classrooms. We have opportunities for parents to volunteer for field trips, class parties, and career days, and to serve as mystery readers, and to share aspects of their home culture. Some parents just like to come in and hang out with their child for a lunch visit. By getting involved, parents show their child that they value school and education, and they increase their child’s success.

## All School Assemblies

On the first Thursday of each month, Footprints Academy holds school assemblies to build community within our school, celebrate accomplishments, share discoveries, or simply share in a relaxed community event for the enjoyment and benefit of the children. Parents are welcome to attend any/all school events.

At the end of the year, we will have graduation celebrations for the students in kindergarten and grade six. This will be a special time for them to celebrate their accomplishments, and for us to wish them well as they continue their academic journeys!

## Foot Bridge Parent Group

Parents are invited to participate in partnership with the Footprints Academy team, in the parent teacher board, which meets monthly. The Foot Bridge is responsible for special fund raising and community building events, and is a forum for raising issues and dealing with major decisions that the school is facing. It is a partnership between parents and Footprints Academy staff, with the mission being to meet the needs of the students involved in the school.

## School Directory

We will publish a school directory that will contain the names, addresses and phone numbers of parents, students, faculty and staff. This directory will be sent to each family in October. Additional copies can be purchased if you desire.

Please be sure that the information we have on file for your child is accurate. Please direct all updates to the main office.

## Field Trips

Field trips are an important part of our curriculum. Throughout the school year, the children will take field trips to expand upon what they are learning in the classroom. As the field trips are planned, information and permission slips will be sent home to parents. For the safety of the children, no child will be allowed to attend a field trip without a signed permission slip. Parents are asked to volunteer to assist with field trips.

## Homework

The classroom teachers will assign homework at their discretion. All homework will be sent with clear directions and due dates. If you have questions about a particular assignment, please contact your child’s teacher. We do have a school-wide policy that states no homework is to be given on Wednesday evenings.

## Conferences

Parent-teacher conferences are held twice each year in November and March. Please refer to the school calendar for exact dates.

# **Enrollment Information/Admission Process**

An enrollment application is attached. The application fee is \$125 per child and the fee must be submitted with the application. The application fee is non-refundable regardless of circumstance.

## **Enrollment Priority**

Enrollment will be on a first come, first serve basis. Enrollment priority will first be given to children currently enrolled at Footprints Academy and/or Peace of Mind with the date of enrollment used as a tie-breaker for those applications received on the same date. Secondly, priority will be given to siblings of students enrolled in Footprints Academy, and siblings of children enrolled at Peace of Mind. Thirdly, alumni of Peace of Mind programs will have priority over general members of the community. Finally, enrollment will be open to members of the general community.

## **Children Coming from Peace of Mind**

No additional enrollment materials will be expected from children who are currently enrolled in Peace of Mind. Peace of Mind teachers will provide materials to Footprints Academy staff regarding each child's academic and social progress. Once your application has been received and is complete, you should expect an enrollment decision by February 1. Peace of Mind children are not guaranteed enrollment acceptance, however, first priority is granted to children attending Peace of Mind programs.

## **Children New to Our Program**

Children who are applying for enrollment who are not currently enrolled in Peace of Mind will be asked to provide information, if available, from the child's current teacher. In addition, each child considering enrollment will be asked to "visit" to spend time with children in the same age group. Visiting takes place by appointment between 9:00 and 11:00 A.M. This gives the children a chance to get a feel for our philosophy, and it also gives our staff an opportunity to meet all the children. No child will be offered an invitation for admission prior to a program visit. After your child's visit, you will receive a written notification of the admissions decision. Parents are asked to sign permission for their child to participate in activities with the rest of the class during the visit.

## **Early Enrollment**

If your child will not be five-years-old until after September 1<sup>st</sup>; you may still apply for enrollment. Each applicant will be considered on an individual basis. You will be asked to provide written recommendation forms completed by your child's pre-school teacher. A registration fee is required for us to review your child's application.

# Tuition and Registration

Our tuition is \$5,900.00 per year, which is the equivalent of about \$160 per week. This fee covers all charges for the school day, which is from 9:00 AM – 3:30 PM Monday through Friday, with the exception of an additional activity fee, and hot lunch if desired. The activity fee is \$150 per student per year, and covers the cost of most additional activities and field trips. The activity fee is due on or before the first day of school.

There are three payment options for tuition: one payment for the school year due by the end of the second week of school; quarterly payments with one-third of the tuition due in September, December and March; or monthly payments during the school year with one-ninth of the tuition due each month from September through May.

Before and after school care is available for an additional cost of \$60.00 per week. Before and after school care will be billed on a monthly basis. Discounts may apply for multiple children from the same family. A late fee of \$25.00 per month will apply for each tuition payment that is not received by the end of the second week of school, or on time per alternative payment arrangement. Alternative payment arrangements may be arranged by written contract only. Children may not be admitted to school if tuition is overdue.

## Contract

Once you receive an offer of enrollment, you will have some time to make a final decision regarding enrollment. To finalize plans for attendance, parents will be required to sign a contract and commit to the full year's tuition by the stated deadline. **Once the contract has been signed, it is binding and parents are committed to paying the full year's tuition regardless of attendance.** Upon receipt of the enrollment contract, your child's spot will be guaranteed, and it's time to let the learning begin!

## Withdrawal

Each family is required to contract for the full year of school, and, therefore, is responsible for the full tuition amount even if the child withdraws from Footprints Academy for reasons such as relocation, change of mind or behavior issues. Students accepted after a child withdraws will not be considered replacement students that release you from paying tuition. However, Footprints Academy will waive tuition in the limited circumstance of your child withdrawing before the start of the school year, if you refer a child who had not previously applied to Footprints Academy, and that child meets qualification standards and enrolls in the same grade in which your child would have attended.

# Policies and Procedures

## Student to Teacher Ratios

Research supports the fact that low student to teacher ratios, and small class sizes are not the most important determinants of a quality educational program. While we believe that a low student to teacher ratio is not as important as hiring qualified teachers, we will commit to low student to teacher ratios to provide the most successful learning environment possible. In kindergarten, there will be a maximum of 16 students per teacher. In first through sixth grades, there will be a maximum of 18 students per teacher. Each year we will evaluate class sizes and the need for support staff, and take the necessary steps to ensure a great learning experience for each child.

## Nondiscrimination Policy

We are an independent, privately owned, non-public school. We are not a religious school, however, our belief in God, and our desire to give glory to God, is woven throughout our curriculum in very subtle ways. We welcome children and families from all backgrounds, and do not discriminate on the basis of race, creed, color, or national or ethnic origin. We offer equal opportunities in education and admission, as well as within all programs that we offer through the school.

## School Day/Hours

Our school hours are 9:00 AM – 3:30 PM. We offer extended day care both before (7:00 AM – 9:00 AM) and after school (3:30 PM – 6:00 PM).

7:00 – 8:45	Before School Program – Breakfast is served between 8:00 and 8:30 AM.
8:45	Earliest arrival time – classrooms open at this time
9:00	School begins
9:30	Morning- all school assembly when applicable
3:30	Dismissal for all students
3:30-6:00	Extended Day Program – Snack is served at 3:45 PM.

## Attendance

In the event your child will be absent, please call the school as soon as possible to inform the school staff. If you know ahead of time that your child will be absent, please send a signed, written note so that your child's teacher can prepare for your child's absence and perhaps send along some schoolwork to do while on vacation. If your child is absent and we do not receive a note or phone call, it is our policy to call you to obtain information.

When the majority of a day has been missed, a ½ day absence must be recorded. We request that you notify the teacher by personal contact, note, or phone before the appointment. Whenever possible, medical appointments should be made outside of the school day. Your child will be considered tardy when arriving after 9:15 a.m.

Regular attendance at school is essential for your child's success. For the sake of your child's education, we strongly encourage you to schedule family trips outside of school time. Because vacations are generous in length, it is expected that families will not normally take vacation at other times or take extra days at vacation times. When children are absent for an extended period of time, it can be difficult to compensate for educational gaps that may be created by their absence. Attendance is reported to the school district as required by state law.

## Uniforms

As part of our focus on safety, children attending Footprints Academy will be required to wear clothing that is in compliance with our very basic uniform code. The purpose of this policy is to provide additional opportunities for increased school safety, to minimize disruption, to easily identify trespassers, and to promote improvement in student behavior. School uniforms also help students to experience a greater sense of school identity and belonging and to further promote academic excellence.

Footprints Academy requires that all children wear khaki bottoms and navy blue tops. Bottoms and tops should be plain, with no embroidery or print (except for the school logo).

Tops (shirts and blouses) must be either navy blue or white (for boys wearing white shirts the shirt must also have a collar). Acceptable styles include Polo or golf-style shirts, Oxford or button-down dress shirts, and turtlenecks. Long sleeves and short sleeves are both acceptable. Plain t-shirts may be worn as undergarments only. Vests, shirts, sweaters, sweatshirts, cardigans, and lightweight jackets are permitted as items that may be worn; however, they must be navy blue. All uniform clothing must be plain without predominate manufacturer's logos, brand names, pictures, or insignias on the clothing.

Bottoms (pants, walking shorts, skirts and jumpers) must be khaki. Acceptable pants styles include full-length dress pants, boot cut or straight-legged pants, cargo pants, straight-legged capri pants, cropped pants, skirts, skorts and shorts. A jumper may be worn and can be either khaki or navy blue.

There are no specific instructions on the types of shoes worn with the school uniform; however, it is recommended that sensible and comfortable shoes be worn. Children should always have comfortable shoes for running and participating in active classroom activities, and sneakers with non-marking soles (typically white soles) for use on the gym floor.

Students will not be allowed to wear hats inside of the school building.

You can purchase official school attire at Footprints Academy. Otherwise, most area retailers carry attire in uniform colors. It is recommended that you purchase your uniforms early as these colors do tend to sell out quickly once the school shopping season begins. Footprints Academy Families may also purchase school uniforms through Dennis Uniform Store (651.702.0606). The store will be carrying items with our school logo that will be available for purchase at any time.

Fourth through Sixth graders are allotted an additional color -- Maroon. If you wish to purchase this new color, **you must do it through Dennis Uniform store only!**

## Before and After School

Children may not arrive at school before 8:45 AM unless they are enrolled in the before and after school programs. After 3:30 PM, students may not remain in school or on the school grounds unless they are enrolled in the before and after school programs. Additional fees will be charged for children who remain at school after the school day, or who arrive before 8:45 AM in the morning. We do offer special after school programs from time to time to our Footprints Academy students at an additional cost. If a child is participating in an after school program, supervision will be provided during the time of the activity (typically 3:30-4:30 PM or 5:00 PM). A snack may be provided for students who remain after school to participate in extra activities. Please contact the school office for additional information about after school activities.

## **Special Needs**

We'd like to say that our school is the best place for every child. Unfortunately, as a start up organization, we don't have access to the same resources that may be available to a child with special needs in a public school setting. We will certainly make every accommodation in our power to meet the needs of every child. If your child has special needs, it is best to be honest by letting us know from the start exactly what your child will need. Then, we can make the decision together about whether or not our school is the best place for your child. We will work with the local school districts in a collaborative approach to meet the needs of children with special needs and children who have Individualized Educational Plans in place. Please contact Principal Nicole Robbins if you have additional questions in this area. We will expect all children to meet our expectations regarding acceptable behavior.

## **Transportation**

Parents must transport their children to and from school. Children who are not enrolled in before and after school care may arrive no earlier than 8:45 AM and must be picked up by 3:30 PM. The school will publish a list of families, including home addresses and phone numbers, so that car pools can be arranged by those living in the same neighborhoods. We have carefully considered the options regarding transportation. It is very important to us to control our own school day. If we use district transportation, we are at the mercy of the school district. The district would set our hours and the length of our school day. We want to be an independent school, and, as such, do not want to have our hands tied by the school district in this way. We believe that our parents are committed to education and would prefer the benefit of having a longer school day. For children who really want the experience of riding the bus, we will use bus transportation for our field trips, so they'll have the best of all worlds!

### **Transportation: Bicycles**

Students who ride their bikes to school must use their own locks and secure their bikes to the racks.

### **Transportation: Car Drop Off and Pick Up**

You may park and walk with your child(ren) to and from school. Park anywhere in the school parking lot, however, please note the Handicap and No Parking signs. Cross at designated crosswalks. If you are picking up your child at the end of the school day, meet your child in the school's lobby area or outside the classroom. Parents must sign in children enrolled in the before and after school program.

## **Grievances**

We expect that parents will address individual concerns with their child's teacher, and that the teacher and parents can work together to resolve any concerns. In the case of a disagreement that requires further attention, the Principal, Vice Principal, or Curriculum Specialist will become involved to assist in handling any concerns. We want all parents and students to be happy with our programs and our school. Therefore, we will cooperate with parents to find the best solution to any problems that may arise!

## **Lunch**

Footprints Academy strives to provide a healthy, balanced environment for the children. This part of our mission extends to the food services. We encourage children to eat a balanced meal and to drink milk or water with their meals. The school provides a hot lunch with milk or offers a salad bar also including milk for \$3.00 per day. Meal punch cards for twenty lunches can be purchased in advance through the office at a cost of \$60. Students are also welcome to bring in bag lunches from home. Lunches are designed to meet nutritional needs and exceed government standards and recommendations. Students bringing cold lunch may purchase milk for \$0.25 per day. We are offering a \$5.00 punch card for \$0.25 purchases. In addition to milk for cold lunches, Gogurt and apples are available for \$0.25.

Faculty, staff and students eat together in the cafeteria. Parents are welcome to join us for lunch any time, and are encouraged to do so! The lunch schedule for each class is posted in the classroom, and on the class daily schedule provided by your child's teacher. Any special dietary needs or food allergies should be discussed with your child's teacher. The menu is on display in the cafeteria and is available by request. PLEASE NOTE: Footprints Academy is a peanut-free environment, and therefore, all student lunches should contain only peanut-free products.

## **Behavior Expectations**

A major goal of Footprints Academy is to provide a safe and positive learning environment for children. This learning environment extends from the classroom, to the cafeteria, to the playground, and all other areas of the school.

Learning appropriate behavior is an important element in establishing our environment and protecting the rights of the students following the expectations. Teachers have the primary responsibility and authority in matters of expectations and consequences. Each teacher will have a copy of classroom rules posted for the students to see each day. The teacher and the students will develop the classroom rules during the first weeks of school. Allowing the students to help create the classroom rules helps them to take ownership of the rules and understand the rules better since they will be worded in their "language."

Students are responsible for their own behavior. Teachers, parents, and all Footprints Academy staff are responsible for working as a team to teach and support appropriate behaviors and discourage inappropriate behaviors. The goal is for each student to understand and respond to the intrinsic value of appropriate behaviors rather than responding to a system of "tangible rewards" or "punishments." Furthermore, it is the goal of the Footprints Academy staff to help students see that behavior is a choice and that the students have control over how they react in situations.

## **Behavior Management Beyond the Classroom**

When inappropriate behavior is such that a teacher is unable to manage it in the classroom, the teacher may be required to call the student's parents or send the student to the Principal's office for intervention. Calling parents and being sent to the Principal's office for inappropriate behavior are serious consequences and are considered to be the last steps in the multi-step process of behavior management.

If the inappropriate behavior still persists, the parent(s) will be asked to attend a behavior management meeting. The child's parent(s), the child's teacher, and the Principal will attend this meeting to develop a strategy that will help the child succeed in the classroom.

The Principal will manage behavior on a case-by-case basis, including, if necessary, suspension or expulsion from school.

## **Complete Guidance Philosophy**

The Footprints Academy team shall provide each child with guidance that helps the child acquire a positive self-concept and self-control, and teaches acceptable behavior. Discipline and behavior guidance used by each caregiver will at all times be constructive, positive and suited to the child's age.

We have developed a comprehensive Guidance Philosophy, which can be obtained by request, and which is distributed to all parents as a part of the enrollment process. Parents and children must agree and sign the Guidance Philosophy prior to a child's first day of school.

## **Trailblazers Before and After School Care Program**

Footprints Academy's before and after school program, the Trailblazers, has been designed to meet the needs of Footprints Academy students who must stay at school before and past the end of the school day. We strive to provide a quality, licensed program that is as "homelike" as possible.

The before school program begins at 7:00 AM and ends at 9:00 AM. The after school program begins at 3:30 PM and ends at 6:00 PM. Within those operating hours, the Trailblazer program is currently operating in two groups: kindergarteners through second graders, and third through sixth graders. We offer whatever is necessary to provide quality care for your child.

Our program provides teacher and child-directed activities as well as a wide range of free-choice activities such as art, games, books, dramatic play, outdoor games, after-school clubs, and homework time.

Breakfast is provided every day for those children who arrive before 8:40 AM. Breakfast will consist of cereal, bagels, English muffins, toast, waffles, and other breakfast items, as well as fruit and juice or milk. A menu will be published once school begins. Snack is provided every afternoon for those children who stay until 4:00 PM.

The staff's role is to act as a resource, a listening ear, and to provide individual support for the children. If enrolled in before and after school care, your child may arrive at school as early as 7:00 AM., and remain in our care as late as 6:00 PM. A late fee will apply for children who remain at the program after 6:00 PM.

The before and after school program is available to all Footprints Academy's students for an additional fee of \$60.00 a week. There are no part time rates for before and after school care.

The before and after school program is also available to children attending other schools. The rate for children attending other schools is \$120.00 per week. These fees will be billed monthly.

We also offer just before or just after care for \$85 for area schools

## **School Holidays**

We will provide care during some school holidays. A calendar of available days will be published by July 1. Footprints Academy students who are not enrolled in before and after school care, but wish to attend on a school holiday, may do so for a cost of \$60.00 per day. Additional activity fees may be charged if special events are planned, on an event – by – event basis. Again, advanced sign up is required.

## **Family Vacations**

Children enrolled in the before and after school program are allowed one week's vacation from the program. During this time, no tuition is charged for before and after school care provided a one week's notice is received **in writing** in advance of the start of your vacation from before and after school care. Full tuition is due for school regardless of actual attendance. There is no discount for absence or vacation.

## Summer Camp

Wouldn't you like to enroll your child in a summer camp program that builds friendships, promotes self-esteem, and develops character? Footprints Academy's Summer Camp is a dynamic program that builds the character of each child by providing the opportunity for physical, social and intellectual development.

We offer two unique and wonderful summer camp programs: one for children entering grades one or two, and another for children entering grades three through eight. The children experience a wide variety of activities, including venturing on field trips to many community events. The summer camp program, and before and after school programs are open to all members of the community, and require separate registration.

Our camp's philosophy is to encourage independence and good self-esteem. The program fulfills a real need both in terms of enrichment activities and extended individualized care. We provide a place where children can learn and play in a well-organized but flexible environment. Activities are designed to promote the creative and social development of children. We place particular emphasis on building and reinforcing a positive self-image and expressing cooperative feelings in a group environment. In simplest terms, Footprints Academy's Summer Camp is a place for kids to learn, grow, and have fun! Please inquire for a camp packet with more details, including tuition and a schedule. The camp packet is generally available beginning in April of each school year.

Our summer camp also offers a baseball camp, basketball camp, and drama team. Please ask a Footprints Academy team member if you would more details on these camps.

# Health and Safety

## Medication

Footprints Academy will administer medications to your child(ren) only under the following conditions.

1. The medication is in the original container, and contains the prescription information and the child's name.
2. A non-prescription/prescription release form is completed by the parent/guardian to include the name of the medication, the dosage to be administered, the time to be administered and the length of time that the child is expected to be on the medication.

## Contagious Illnesses

The control of contagious illnesses (chicken pox, etc.) depends in large part on the cooperation of our parents. It is important that children be kept home when they are ill or contagious so that they do not expose others. Please notify the school immediately if your child has contracted a contagious illness. As a general guideline, please follow these basic guidelines when determining whether or not your child is well enough to return to school:

1. Child has been symptom free for at least 24 hours without any medication;
2. Child is well enough to participate in all aspects of the program including indoor and outdoor play.

## Physical Examinations and Immunizations

Physical examinations are required for all children entering kindergarten and grade one. The Minnesota Health and Safety Code requires that every child attending a Minnesota school be immunized against polio, diphtheria, tetanus, measles, mumps, and rubella. We are required to maintain accurate immunization records for each child. To meet our requirement, parents must provide accurate immunization records for their children prior to the first day of school.

## Emergency Drills

Emergency fire drills are typically held once a month throughout the school year. Severe weather drills are practiced April through September. Whenever a class leaves a room for an emergency, the children stay with their teachers until they hear the signal to return to class. A fire escape map, containing primary and alternate route, is posted in each room of the school.

## Mandated Reporters

All staff of Footprints Academy are mandated reporters of child abuse or neglect. Therefore, they are required by law to report any suspected child abuse or neglect.

## Emergency Closings

In an emergency situation such as a power failure or severe snow storm, it may be necessary to close the school or dismiss students early. Should this occur, we will notify parents promptly. Parents should have an alternate day care plan available when school closure or early dismissal is necessary. Parents will be expected to pick their children up in the event of a school closing.

School closings or late starts will be announced on KARE 11 TV. Because we do not use public transportation, do not assume we will close when area schools are closed. We will close at the sole discretion of our Principal, considering the safety of our students and staff. Full tuition will be due for all days that the school is closed for emergencies or bad weather.

## **Drugs and Weapons**

We do not allow weapons on the school property. Please do not allow your child to bring anything to school that could be considered a weapon. Please discuss the importance of school safety with your child and inform your child of the no weapons policy. Students using weapons on school grounds may be suspended or expelled from school. Possession of drugs is cause for expulsion from school.

## **Authorized Pick-Up**

Parents must supply the school with a list of persons who are authorized to pick the student up at school. Parents should notify the school if they are going to be out of town, and list an alternate emergency contact. Only emergency contacts that are submitted to the school in writing will be allowed to pick up. Verbal communication will not serve as authorization for someone other than a parent to pick up a child.

**FOOTPRINTS ACADEMY  
APPLICATION FOR ADMISSION**

Office Use Only: Date Received \_\_\_\_\_

Date of enrollment in Peace of Mind \_\_\_\_\_

**PLEASE PRINT:**

Student's name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*last name first middle month day year*

Prefers to be called (nickname) \_\_\_\_\_

Home address: \_\_\_\_\_ Phone \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Grade applying for: \_\_\_\_\_ Gender  M  F Citizenship: \_\_\_\_\_

Present school: \_\_\_\_\_ Telephone \_\_\_\_\_

School address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Other schools attended during the past five years: \_\_\_\_\_

How many days has your child been absent from school this year? \_\_\_\_\_

Please list two current teachers who would serve as references for your child.

1. \_\_\_\_\_

2. \_\_\_\_\_

**FAMILY INFORMATION**

**Parent** Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

**Parent** Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Family situation, such as divorced, separated, custody, other: \_\_\_\_\_

List the names, ages, and schools of the candidate's brothers and sisters. Please circle the names of any who are also applying for admission here. \_\_\_\_\_

Would you be interested in financial aid, if it were to become available? Yes \_\_\_\_\_ No \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

**STUDENT INFORMATION**

What are your child's interests and talents? \_\_\_\_\_

Has your child been a member of any organized group or team? If so, how long? \_\_\_\_\_

Non-English language education or background \_\_\_\_\_

Have any diagnostic evaluations (education or psychological) ever been completed for your child? \_\_\_\_\_

If so, when? \_\_\_\_\_

Has your child had any remedial work, special tutoring, or enrichment classes during the past two years? \_\_\_\_\_

If so, in what academic areas? \_\_\_\_\_

Has your child ever repeated or accelerated any grades? \_\_\_\_\_

Physical challenges (sight, hearing, speech, mobility, special medicines, etc.): \_\_\_\_\_

Has an IEP ever been done for your child? If so, why? \_\_\_\_\_

**PARENT EVALUATION:**

How would you describe your child's school experience? \_\_\_\_\_

Are you aware of any areas where we might be able to give special help and encouragement to your child? \_\_\_\_\_

What benefits do you hope your child would derive from attending Footprints Academy? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Optional:**

To which other schools is your child applying? \_\_\_\_\_

My signature indicates that all information in this application is complete, factually correct and honestly presented.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please enclose a \$125.00 application fee and return this form to the appropriate office. Other materials needed to complete the admissions process will be sent on receipt of the application.

Please mail to:

Footprints Academy  
Attention: Admissions Office  
9025 Tamarack Road  
Woodbury, MN 55125